

Computer Setup Assignment

SHS Digital Photography

Assignment Objectives:

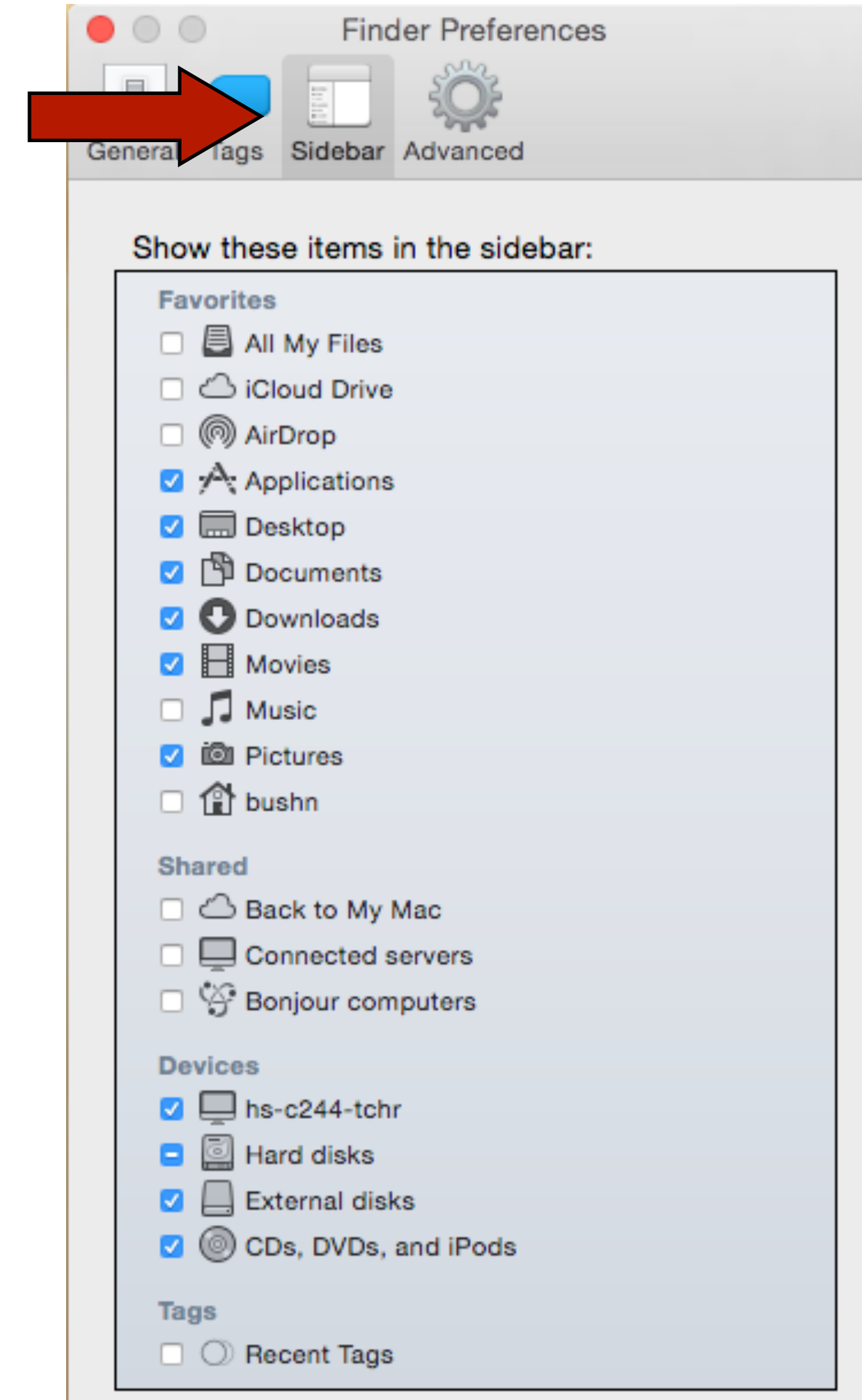
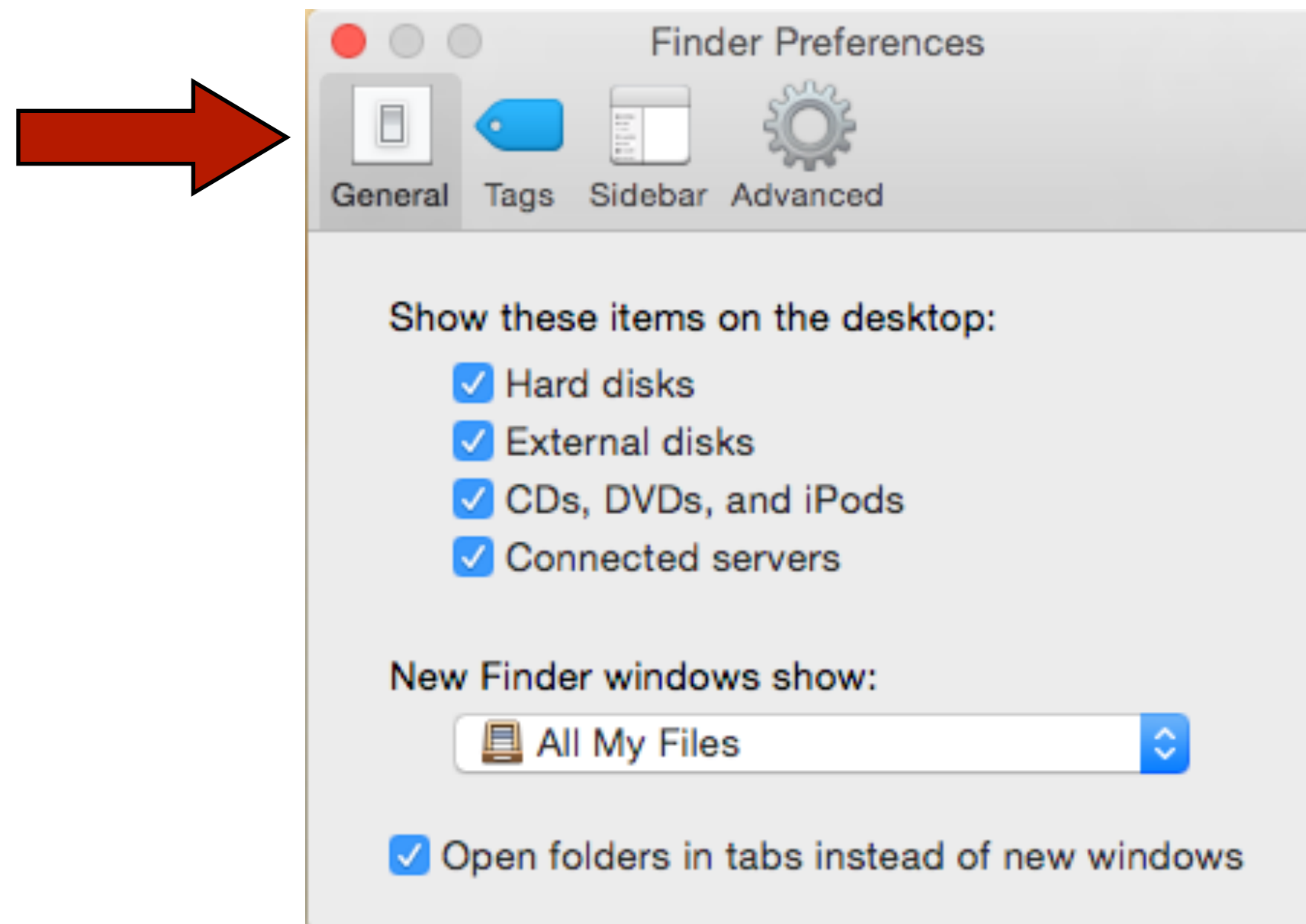
- The following assignment will be used to
 - familiarize you with the MAC
 - work with custom folders to be able to turn in assignments in the class
 - introduce you to some of the programs you will be using
 - fix issues with the standard setup

Get ready

- Grab a sheet of paper and a pencil
- Write answers to **questions** on the paper as needed **(they are highlighted in red)**
- These will be typed up later

Finder Preferences

- Click the Desktop to access the Finder
- Go to Finder > Preferences [cmd+,]
- Check and adjust the General and Sidebar menus to the following:



Using the MAC

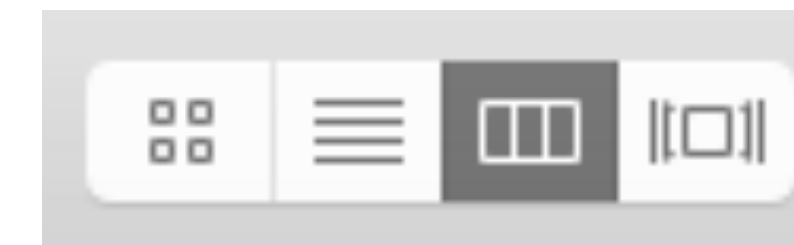
- Click on the desktop to activate the Finder
- Find the DOCK located on the bottom of the screen
- Hover over the applications in the dock with the cursor
- What are the names of 3 applications you find in the dock?



Using the MAC cont



- Double click on the Macintosh HD
- In the Finder window that opens (along the left side) you will see *Favorites* and *Devices*
- Click once on **Applications** under Favorites
- Explore the four views in this finder window
- Which view is the coolest? Which view do you feel gives you the most information about the applications or items in the window?
- You can now close the Finder window



The dock should now look something like this



***If there are extras, remove them now but don't be too picky**

Explore the apps!

- Look at these applications and answer the following questions in complete sentences:
 - What is Safari? What other program is it similar to?
 - What is Bridge? How will it be useful in this class?
 - What are Notes? How might you use these Notes in this class?
 - What is Pages? What program is it similar to? How is it similar? How is it different? How might you use this program in this class?

Explore Photo Booth


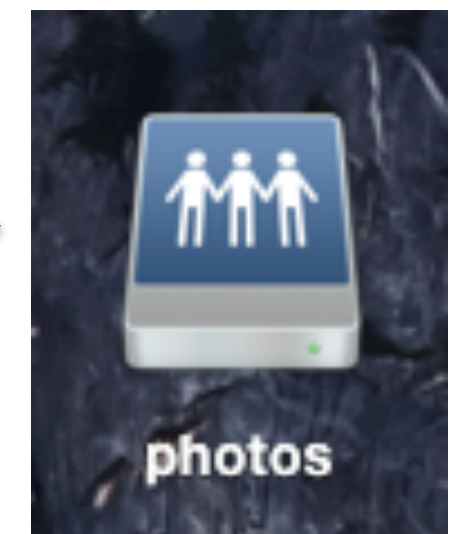
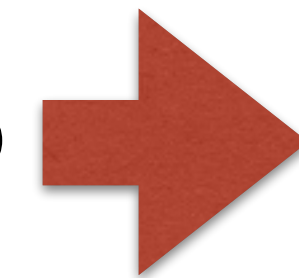
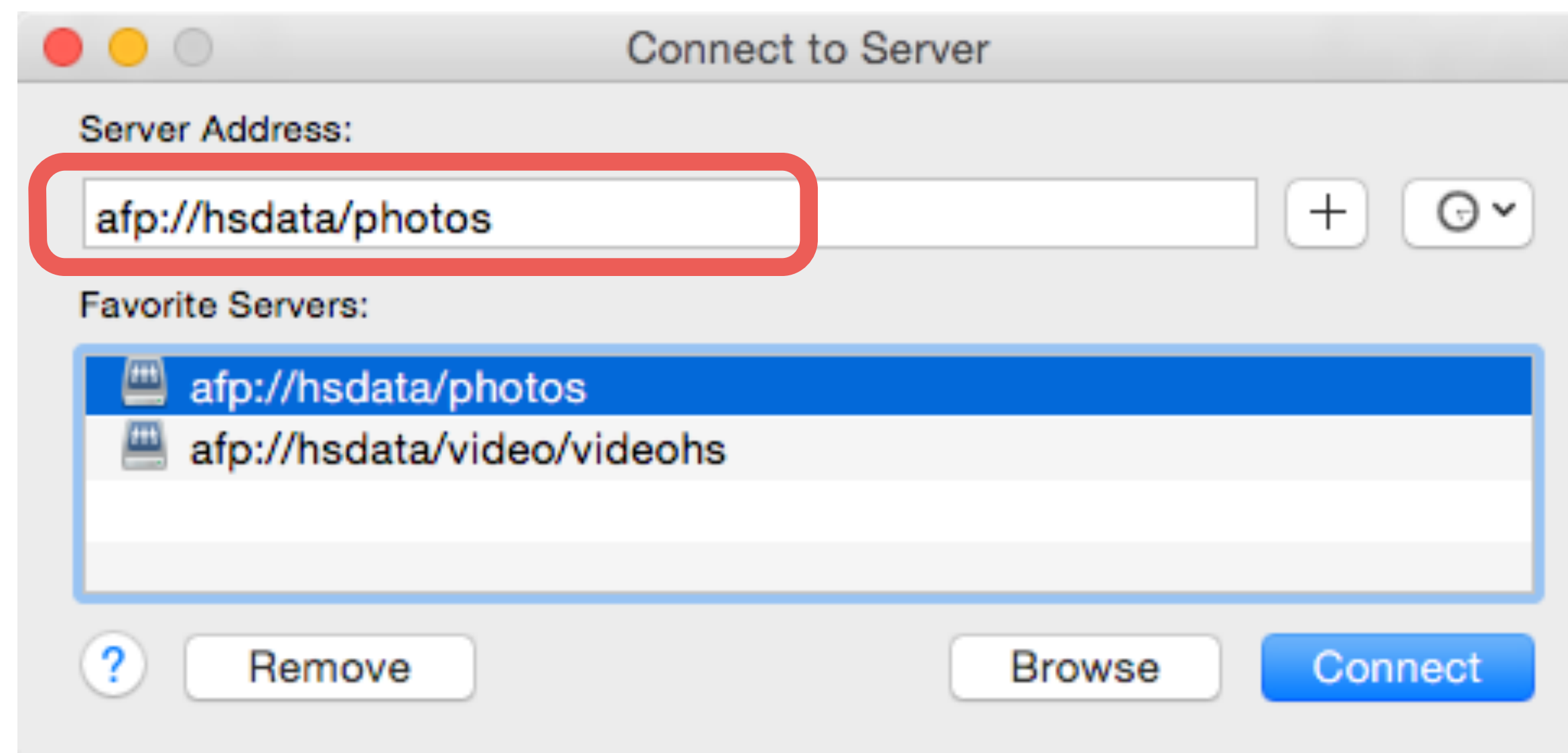
- Open the application Photo Booth (Find it in the Applications Launchpad) 
 - **Warning: “This application is fun and addictive. If you find yourself using it for more than 3 or 4 minutes, please step away from the computer. I repeat, please step away from the computer and get back on task!”**
- Take a NICE photo of yourself
- Select the **best** photo from the pictures at the bottom of the program
- Drag the photo to your Desktop for temporary storage
- Rename the photo with your **lastname_hour.jpg**
- Close Photo Booth [shortcut: CMD Q]



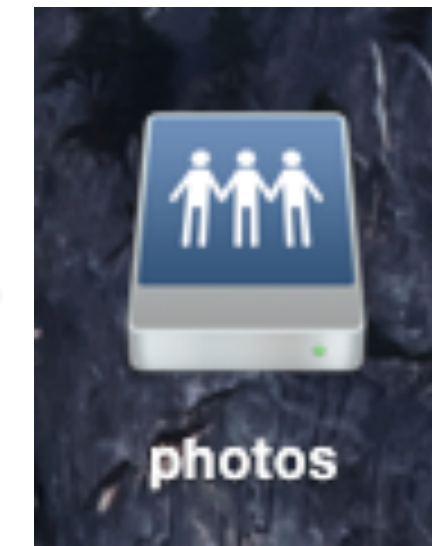
Photo Server access

- Click on the Desktop to access the Finder
- Click Go > Connect to Server [cmd+K]
- Type `afp://hsdata/photos`
- Type your log-in name and password if required (it probably won't be)
- Locate the new “Photos” icon on your desktop



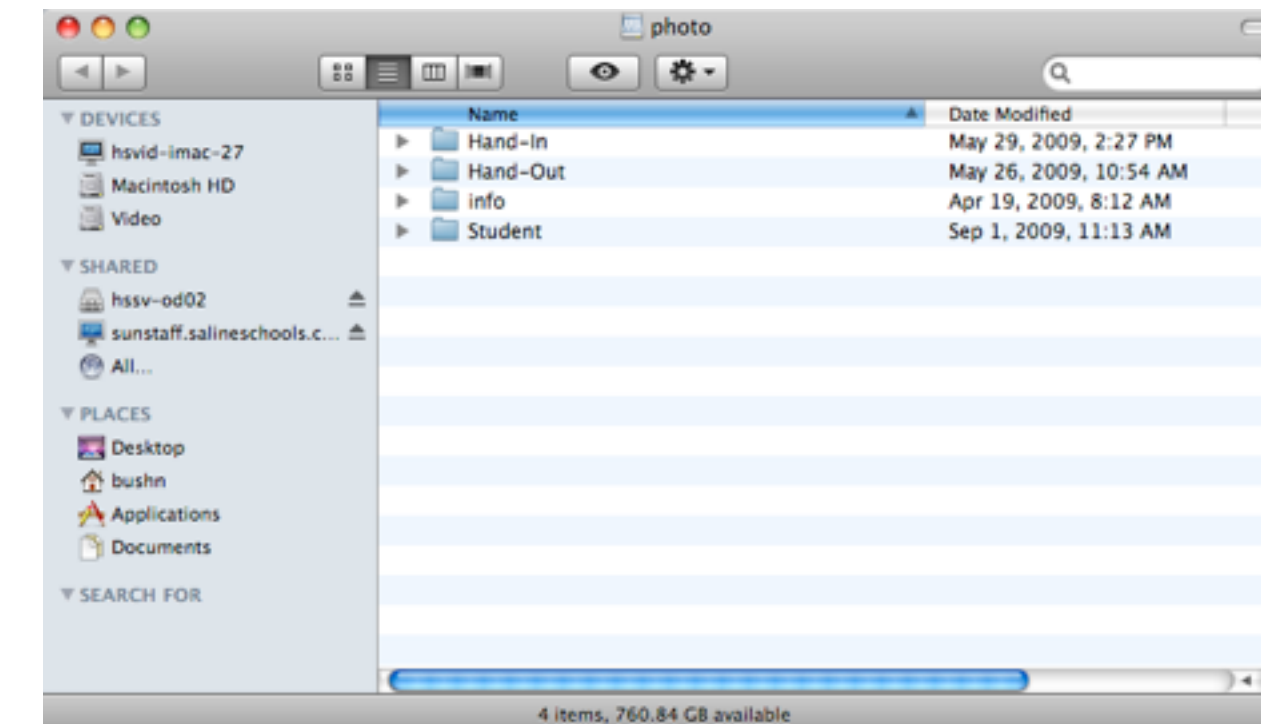
Digital Hand In

- Double click on the photo server icon from the desktop



- **This is the digital server space that this class will often utilize**

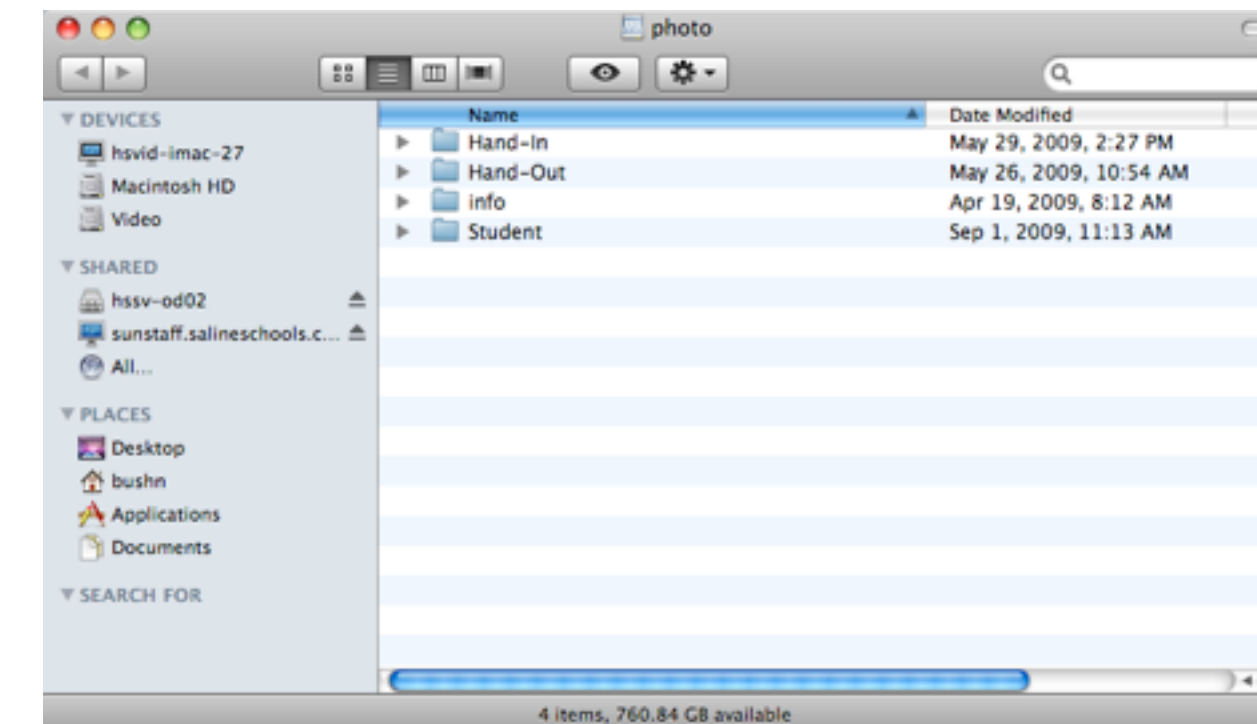
- Open the HAND IN folder
- Drag the Photo Booth photo that you just renamed from your desktop to the HAND IN folder *(proper hour folder)*



- Congratulations, you just digitally turned in your first photograph
- Don't worry, you will see these photos pop up somewhere later in the class!

Student Storage Space

- In the Photos Server, navigate out of the **Hand In** folder to the **Student** folder
- Create a **NEW FOLDER** with your User Name
- **What is your user name?**
- Carefully drag another copy of the Photo Booth photo that you just renamed from your desktop into your newly created folder.
- **How do you think you will use this space in this class?**
- Close the Photo server window



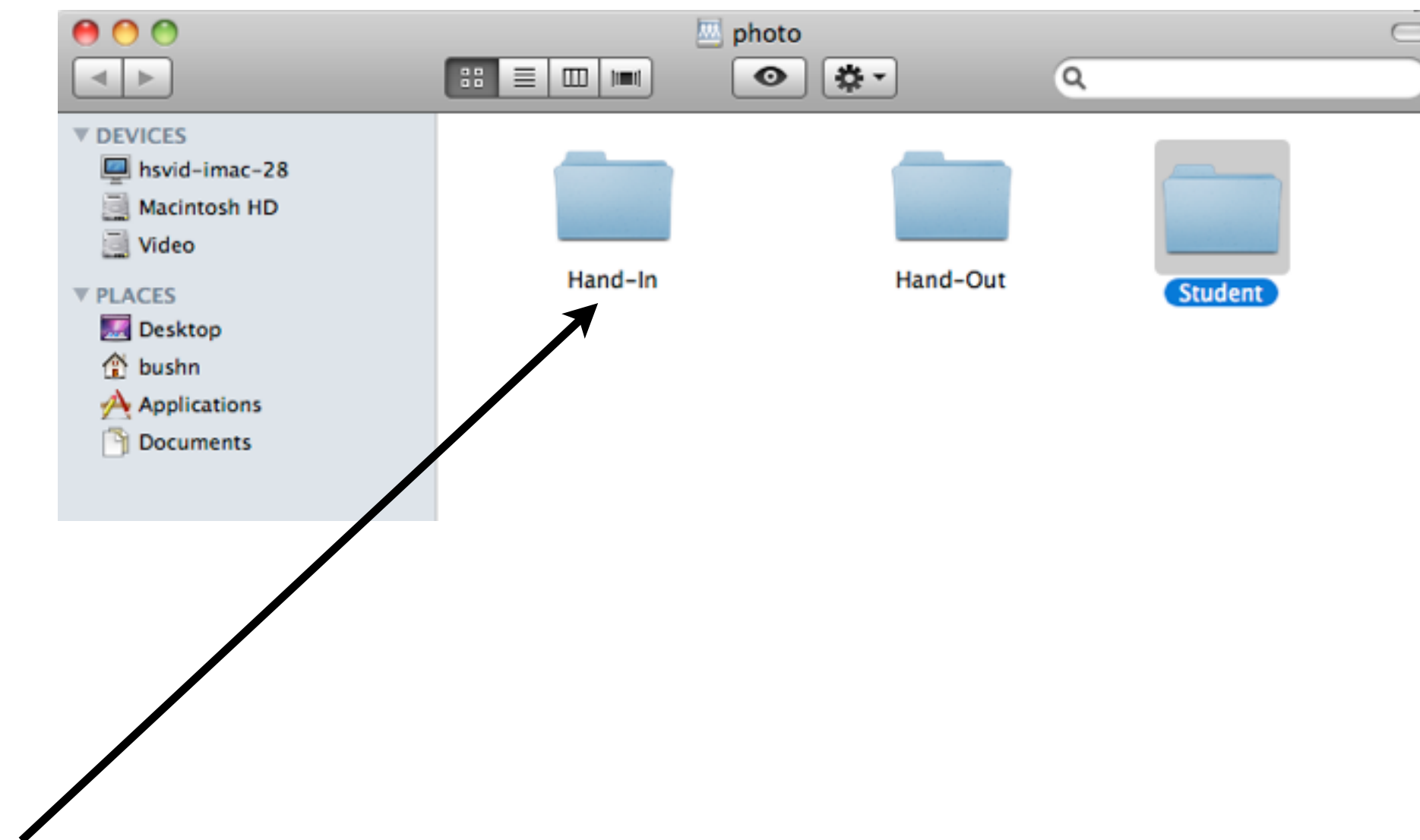
Pages or Word? (you decide)

- Open the application Pages (or Word) from the dock
- Start a new **Text Document**
- Enter your **name, hour and date** on the top of the document
- Type up your answers using complete sentences
- (see next page for further instructions)

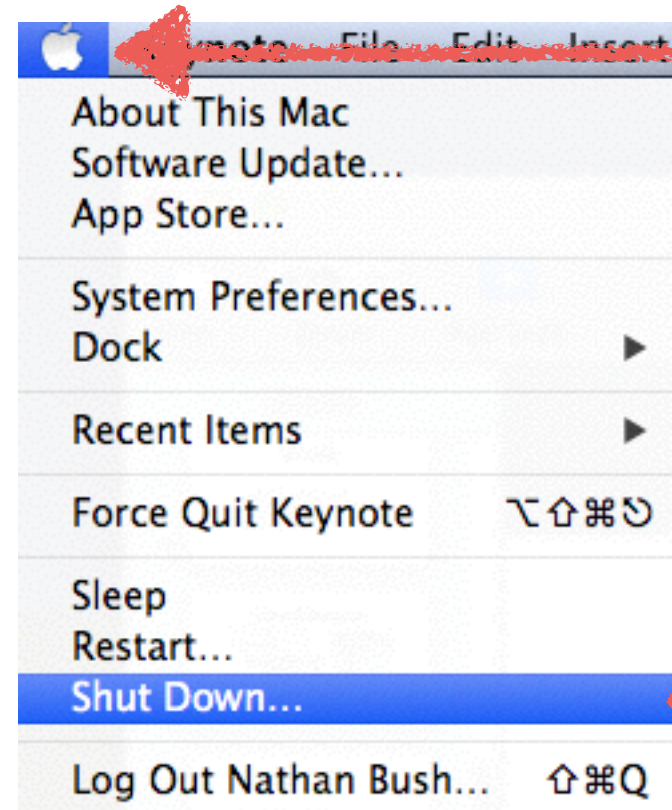


Saving your work

- Please save your document on the desktop (temporarily)
*Name the document appropriately
(lastname_hour_description) and click save*
- Now drag a COPY to the appropriate Hand In>Hour folder (ask if you need help doing this)



Something to Fix



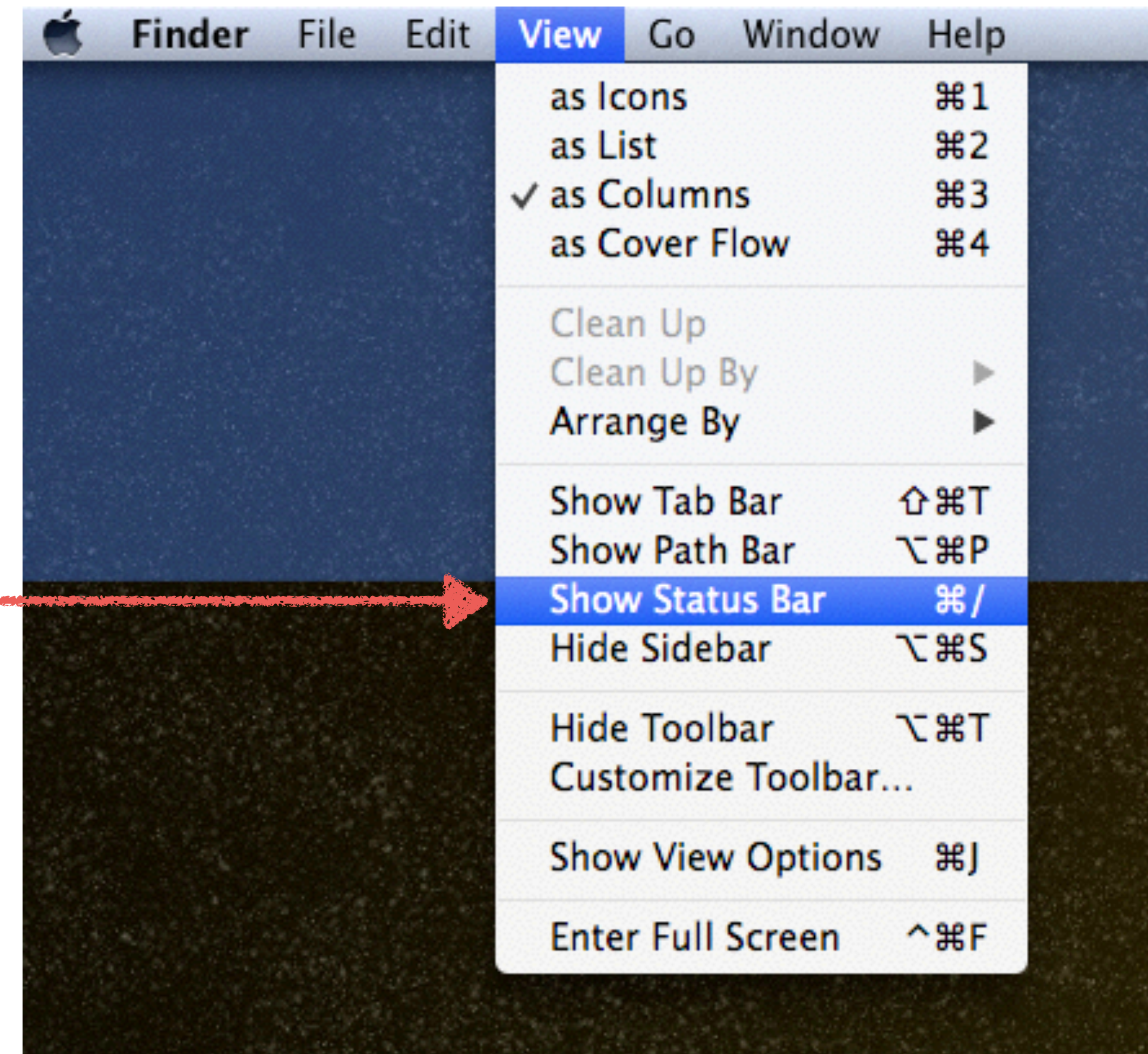
- Click the Apple in the upper left corner
- Click “Shut Down”
- UNCHECK this box
 - (we DO NOT want to reopen windows when logging back in)



Something else to Fix



- Double Click the Macintosh HD in the upper right corner
- At the top of the screen click View>Show Status Bar



Congratulations

- Make sure all the files you turned in work and are named properly
- Close ALL programs [CMD+Q is the shortcut]
- You have successfully completed the Computer Setup Assignment

